



# **The Defense Civilian Personnel Data System (DCPDS)**

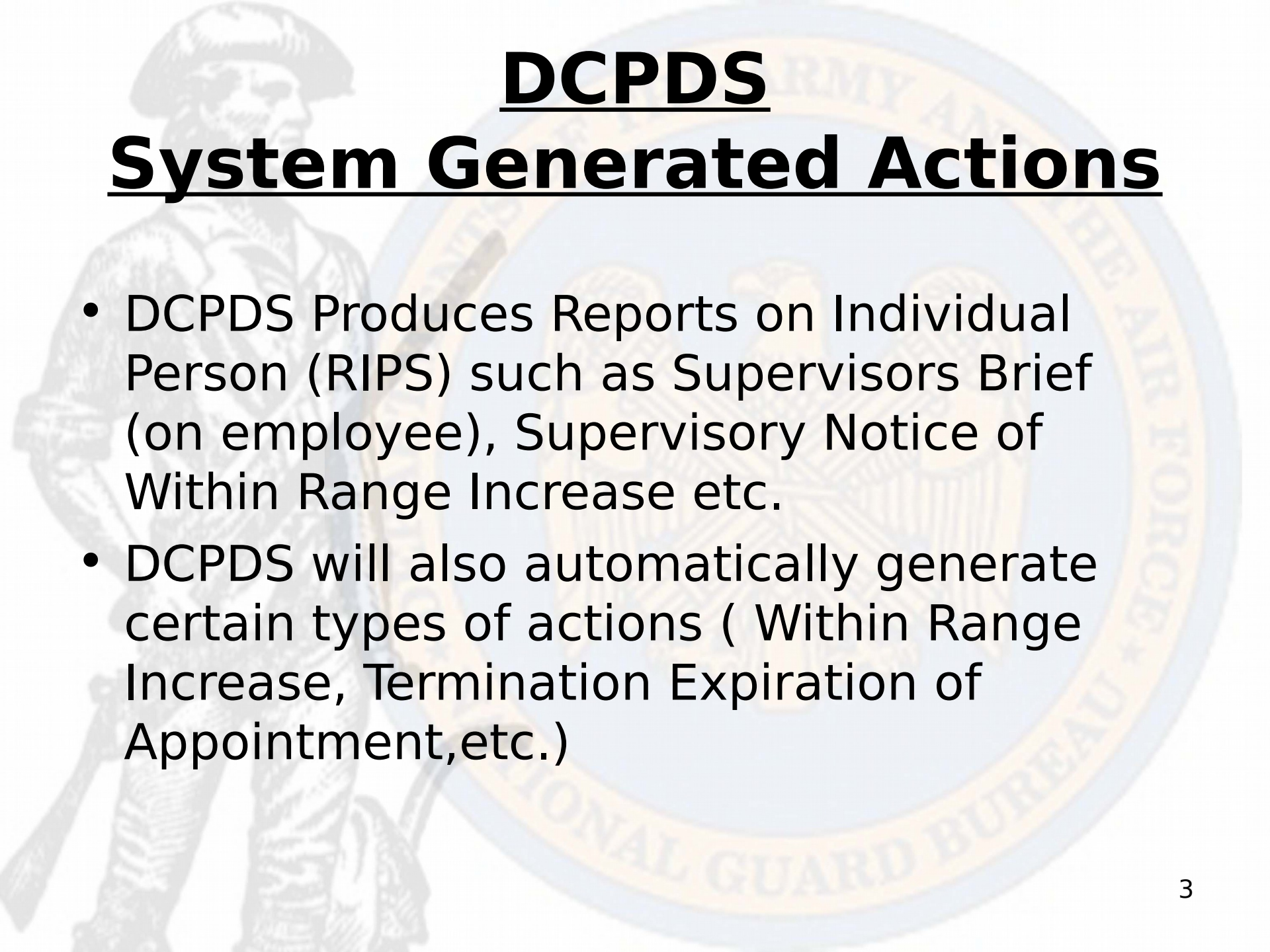
## **Module 19**

*National Guard  
Technician Personnel Management  
Course*

# DCPDS

- DCPDS automated multiple human resource functions (Personnel action processing, Appraisal, Pay Adjustments)
- Maintains a complete history on employees (Awards, Benefits selections, Personnel Actions)
- Updates the Payroll system automatically for Technician employees
- Interfaces with Self Service Applications such as My Biz and My Workplace





# **DCPDS**

## **System Generated Actions**

- DCPDS Produces Reports on Individual Person (RIPS) such as Supervisors Brief (on employee), Supervisory Notice of Within Range Increase etc.
- DCPDS will also automatically generate certain types of actions ( Within Range Increase, Termination Expiration of Appointment,etc.)

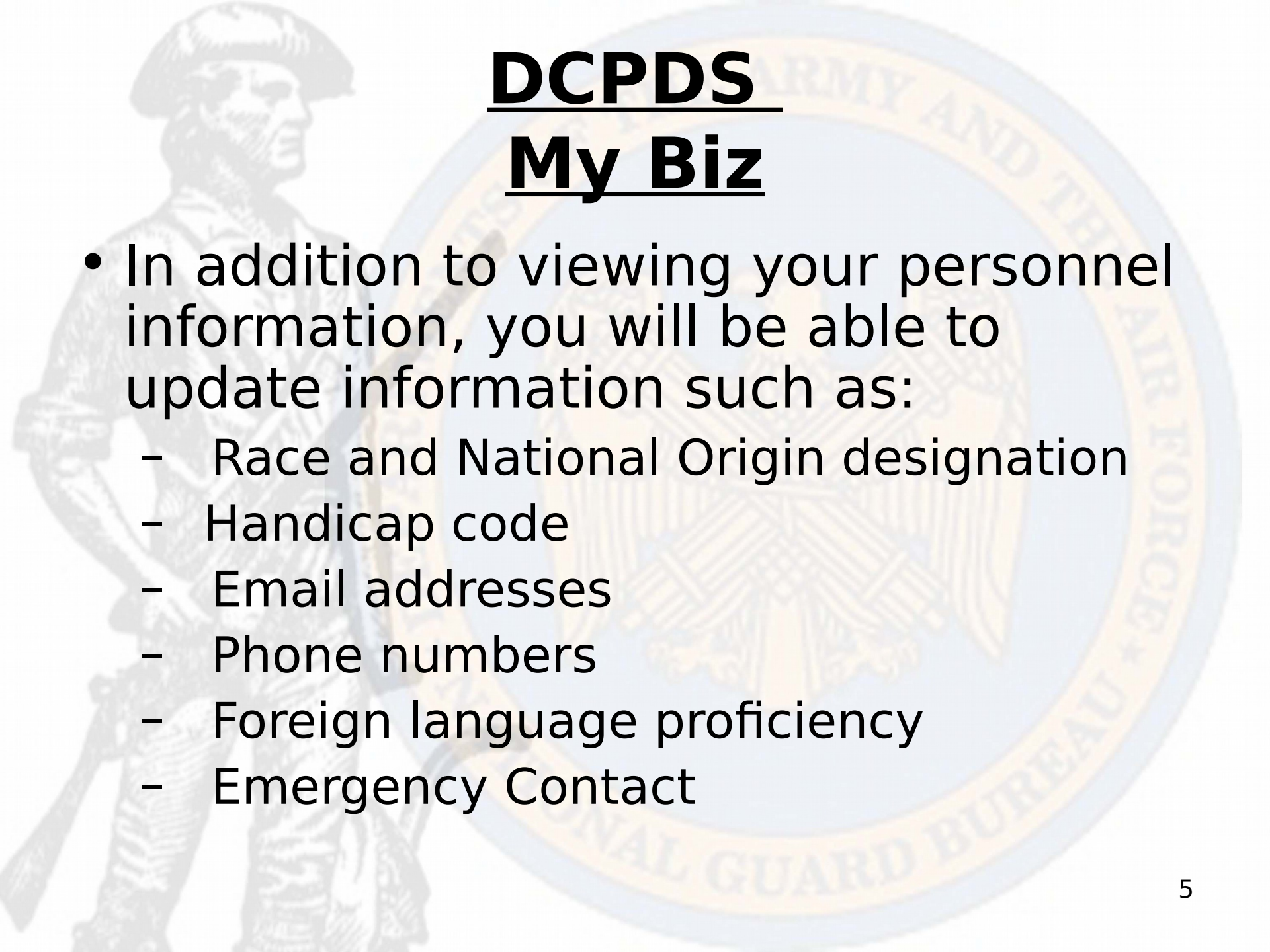


# **DCPDS**

## **MyBiz**

- My Biz is a Self Service web based application within DCPDS that allows a Technician to:
  - Access and view their personnel information 24 hours a day/7 days a week
  - Maintain your own information, i.e. Emergency Contact, Race and National Origin
  - Provides employees with the capability to print their SFs50





# **DCPDS**

## **My Biz**

- In addition to viewing your personnel information, you will be able to update information such as:
  - Race and National Origin designation
  - Handicap code
  - Email addresses
  - Phone numbers
  - Foreign language proficiency
  - Emergency Contact

# **DCPDS**

## **My Biz**

**Technician employees can view data related to their current appointment such as:**

- **Appointment information**
- **Position information (current/historical)**
- **Salary information**
- **Awards and Bonus information**
- **Benefits**
- **Performance**
- **Personnel Actions**

# DCPDS

## My Biz



Department of Defense

[MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#)

**Tetterton, Truman T**



**Employee Name**

GENERAL INFO: The information is current as of today's date.

Organization **JOINT FORCE HQ - TN  
NGARW8A9AA 01**  
Position **08736000.SUPERVISORY  
AIRCRAFT  
PILOT.143529.NGAR.TECH**  
Total Salary **107,077.00 USD**  
Email Address

Job Title **Aircraft Operation (2181)**  
Grade/Pay Band **GS-14**  
Step or Rate **06**  
Office Symbol

**Appointment**

[Position](#) [Personal](#) [Salary](#) [Benefits](#) [Awards and Bonuses](#) [Performance](#) [Personnel Actions](#)

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

⊖ Previous 1-1 ▾ Next 1 ⊕

Details	Effective Date	Job	Grade/Pay Band	Step or Rate
▶ Show	06-Jan-2008	Aircraft Operation (2181)	GS-14	06

### Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No results found.							

**Appointment**

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# DCPDS

## My Biz



Department of Defense

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**Tetterton, Truman T**

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Office Symbol

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[Benefits](#)

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[Performance](#)

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The following section displays detailed historical information through today's date.

Details	Appraisal Start Date	Appraisal Type	Rating of Record	Date Effective
<a href="#">Hide</a>	01-Sep-2004	Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv	23-Aug-2005
<div> <div>Date Effective <b>23-Aug-2005</b></div> <div>Date Initial Appraisal Due</div> <div>Organization Structure ID</div> <div>Pay Plan/Pay Schedule <b>GS</b></div> <div>Optional Information</div> </div> <div> <div>Date Due</div> <div>Unit</div> <div>Office Symbol</div> <div>Grade/Pay Band <b>14</b></div> </div>				
<a href="#">Show</a>	01-Sep-2003	Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv	08-Sep-2004
<a href="#">Show</a>	31-Aug-2003	Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv	31-Aug-2003
<a href="#">Show</a>	31-Aug-2002	Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv	31-Aug-2002
<a href="#">Show</a>	31-Aug-2001	Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv	31-Aug-2001
<a href="#">Show</a>	30-Oct-1999	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv	30-Oct-1999
<a href="#">Show</a>	31-Aug-1998	Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv	31-Aug-1998
<a href="#">Show</a>	31-Aug-1997	Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv	31-Aug-1997
<a href="#">Show</a>	31-Aug-1996	Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv	31-Aug-1996



# DCPDS

## My Biz

Position **NGARW8A9AA 01**  
**08736000.SUPERVISORY**  
**AIRCRAFT**  
**PILOT.143529.NGAR.TECH**  
 Total Salary **107,077.00 USD**  
 Email Address

Grade/Pay Band **GS-14**  
 Step or Rate **06**  
 Office Symbol

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The following section displays detailed historical information through today's date.

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### Details As Of Effective Date

Hide 06-Jan-2008

SCD Leave	<b>24-Mar-1987</b>	Social Security Number	<b>653-45-4206</b>
Date Of Birth	<b>26-Aug-1962</b>	Gender	<b>Male</b>
Race or National Origin	<b>E - White, not of Hispanic origin</b>	Handicap	<b>05 - No Handicap</b>
Citizenship	<b>1 - U.S. Citizen, includes U.S. Nationals</b>	Date Last Promotion	<b>06-Jun-1999</b>
Agency Code Transfer From		Veterans Preference	<b>1 - None</b>
Veterans Preference for RIF	<b>N - No</b>	Veterans Status	<b>X - Not A Veteran</b>
Email Address		Appointment Type	<b>1C - Excepted - Career</b>
Current Appointment Authority (1)	<b>V8K</b>	Current Appointment Authority (2)	
Previous Retirement Coverage	<b>Never Covered</b>	SCD Civilian	<b>24-Jul-1994</b>
SCD RIF	<b>24-Mar-1987</b>	SCD Retirement	<b>24-Jul-1994</b>
Reserve Category	<b>Army National Guard (Active)</b>	Military Recall Status	<b>Y - Not Applicable</b>
Date Retired Uniform Service		Uniform Service Component	
Uniform Service Designation		Retirement Grade	
Military Retirement Waiver Ind		Exception Retirement Pay Ind	
Creditable Military Service	<b>000000</b>	Frozen Service	<b>000000</b>
Date Conversion Career Begins		Date Conversion Career Due	
Date Recmd Conversion Begins		Date Recmd Conversion Due	
Date VRA Conversion Due		Date Prob/Trial Period Begins	
Date Prob/Trial Period Ends		Ethnicity And Race	<b>White</b>
SCD Special Retirement		SCD SES	

# DCPDS


## My Biz

 **Department of Defense**





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**Navigator**

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**Updating My Information**

# DCPDS

## My Biz



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### Update My Information

Cancel

#### Employee

Employee Name Tetterton, Truman T

Work Email Address

**My Profile**

[Handicap Code](#)

[My Language Information](#)

[US Fed Ethnicity and Race Category](#)

[Emergency Contact Information](#)

#### My Profile

##### Security Question and Change Password Info

Update/Review Security Question

Change Password

#### Work Email Address

**TIP** Please enter your Work Email Address only and select the Update button to save.

Work Email Address

Update

#### Employee Phone Number

**TIP** To enter a new Type phone number, select the Add button. To update an existing phone number, select the actual number listed in the Number column. To delete an existing phone number, select the Trashcan next to the record.

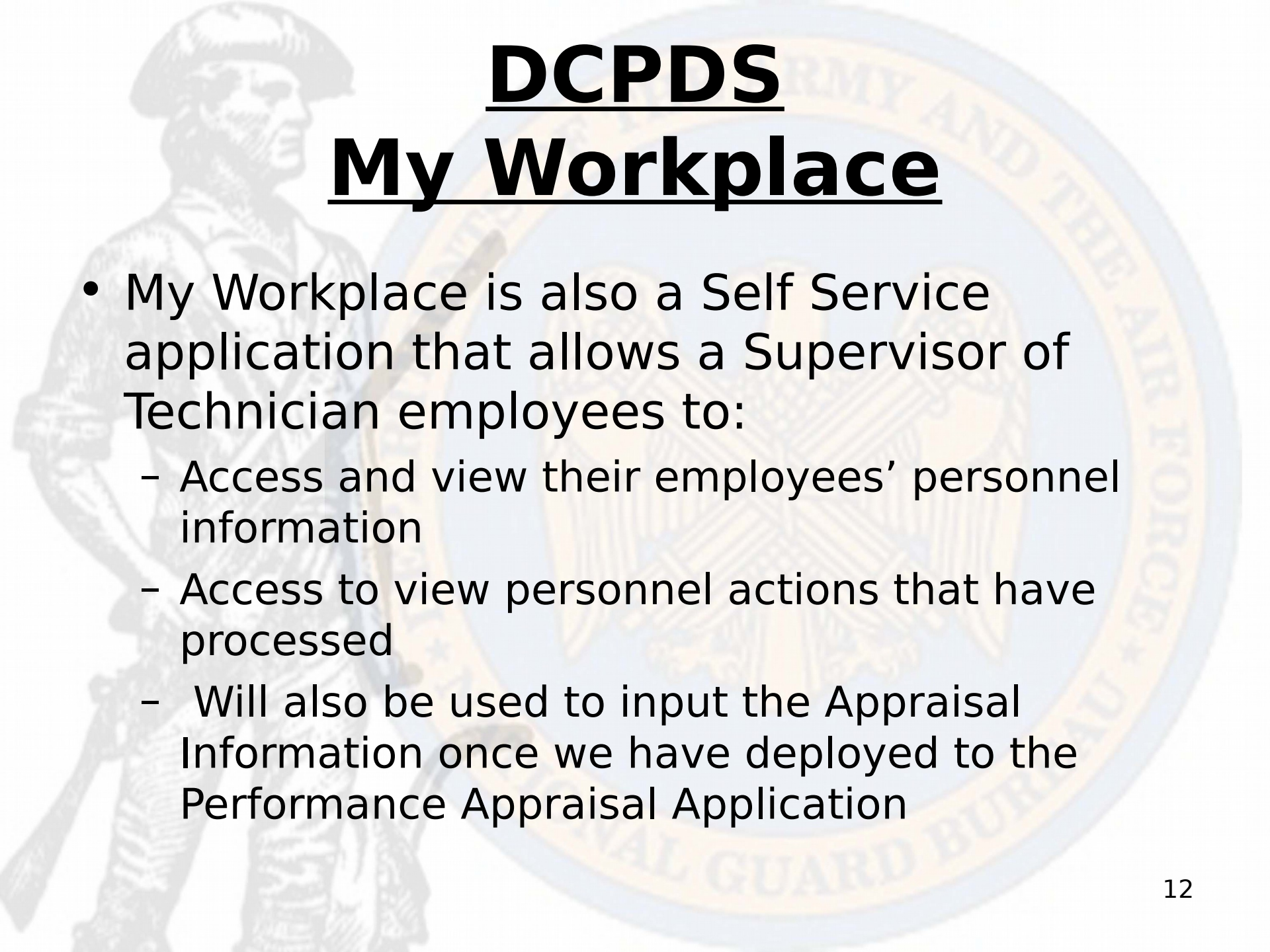
Add

Type	Number	Delete
No data found		

#### Physical Work Address

Currently there are five items that can be updated by the employee

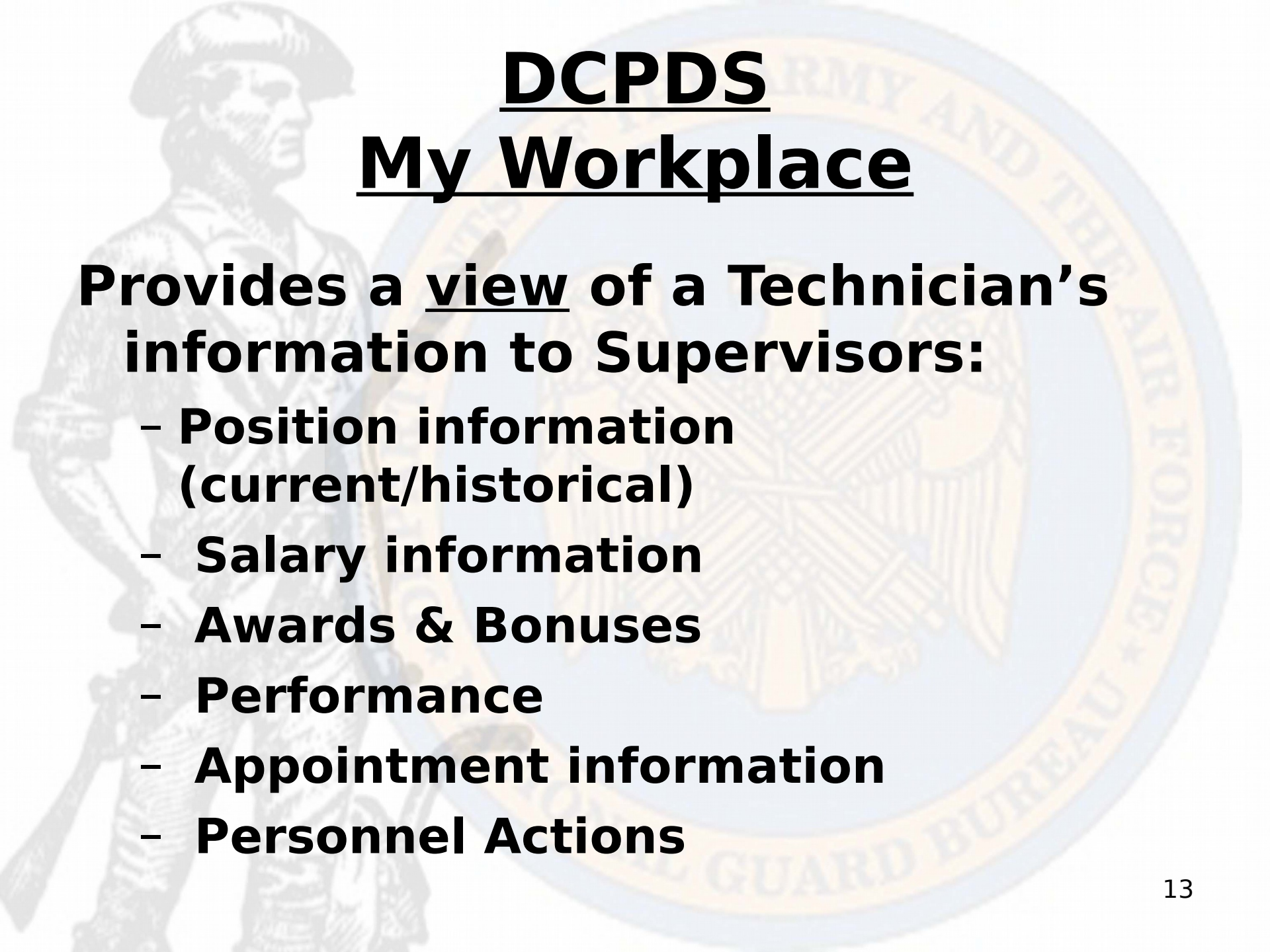




# **DCPDS**

## **My Workplace**

- My Workplace is also a Self Service application that allows a Supervisor of Technician employees to:
  - Access and view their employees' personnel information
  - Access to view personnel actions that have processed
  - Will also be used to input the Appraisal Information once we have deployed to the Performance Appraisal Application



# **DCPDS**

## **My Workplace**

**Provides a view of a Technician's information to Supervisors:**

- Position information (current/historical)**
- Salary information**
- Awards & Bonuses**
- Performance**
- Appointment information**
- Personnel Actions**

# DCPDS

## My Workplace



Department of Defense

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### My Employee Information

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⊕								
Focus	Name	Position	Organization	Grade/Pay Band	Job	Assignment Status	Assignment Start Date	Assignment End Date
	▼ DEBRA AMBROSE							
	<a href="#">Alain Goldsticker</a>	54009.HUMAN RESOURCES SPEC (INFO SYS).981077.AF2I.APPR	ANG READINESS AF2IAU2IF59L01	YA-02	Human Resources Management (0201)	Active Appointment	18-Mar-2007	
	<a href="#">Alan Harrison</a>	47672.HUMAN RESOURCES SPEC.1004152.AF2I.APPR	ANG READINESS AF2IAU2IF59L01	YA-02	Human Resources Management (0201)	Active Appointment	14-Oct-2007	
	<a href="#">Angela Mullins</a>	54009.HUMAN RESOURCES SPEC (INFO SYS).981132.AF2I.APPR	ANG READINESS AF2IAU2IF59L01	YA-02	Human Resources Management (0201)	Active Appointment	18-Mar-2007	
	<a href="#">Kathy Lucas</a>	48177.HUMAN RESOURCES SPEC.981058.AF2I.APPR	ANG READINESS AF2IAU2IF59L01	YA-02	Human Resources Management (0201)	Active Assignment	18-Mar-2007	
	<a href="#">Maria Plata</a>	47672.HUMAN RESOURCES SPEC.1000912.AF2I.APPR	ANG READINESS AF2IAU2IF59L01	YA-02	Human Resources Management (0201)	Active Appointment	24-Jun-2007	
	<a href="#">Sherman Love</a>	59130.HUMAN RESOURCES SPEC (INFO SYS).980965.AF2I.APPR	ANG READINESS AF2IAU2IF59L01	YA-02	Human Resources Management (0201)	Active Assignment	18-Mar-2007	
	<a href="#">Vacant Position</a>	57267.HUMAN RESOURCES TECH (INFO SYS).980862.AF2I.APPR	ANG READINESS AF2IAU2IF59L01	YB-01	Human Resource Assistance (0203)			
	<a href="#">Vacant Position</a>	59130.HUMAN RESOURCES SPEC (INFO SYS).980848.AF2I.APPR	ANG READINESS AF2IAU2IF59L01	YA-02	Human Resources Management (0201)			
<a href="#">Appointment</a> <a href="#">Position</a> <a href="#">Personal</a> <a href="#">Salary</a> <a href="#">Awards and Bonuses</a> <a href="#">Performance</a> <a href="#">Personnel Actions</a>								



# Question

